

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. CALL TO ORDER:

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:14 p.m. on Thursday, April 10, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971.

President Sheehan announced that the Board of Trustees had met in Closed Session and that no action had been taken.

Trustees present: Sheehan, Elliott, McNett, Ware, West, Student Trustee Kauffman

Trustees absent:

2. AGENDA:

The regular and consent agendas for the April 10, 2014 meeting were approved as presented, (Elliott/McNett/Sheehan/Ware/West/Kauffman Aye) (None Opposed).

3. MINUTES:

The minutes from the March 13, 2014 meeting at Greenville High School Library 117 Grand Street, Greenville, California were approved as presented, (Ware/McNett/Sheehan/Elliott/West/Kauffman Aye) (None Opposed).

4. ITEMS FROM THE PUBLIC

None

Recognition and Presentation of Tenure Certificates – Judy Mahan and Don Williams

Kevin Trutna, Superintendent/President announced that Derek Lerch, Dean of Instruction/CIO would present Judy Mahan, Director of Allied Health Program/Nursing Instructor and Don Williams, Head Soccer Coach/HES Instructor with certificates of tenure. He also stated that each faculty member would provide brief comments on his or her immediate and long term goals for their programs.

Judy Mahan thanked the Board of Trustees for the opportunity to relocate to Quincy because she truly loves the area and is happy to have tenure. She provided the Board of Trustees with an overview of her accomplishments in growing the program and her hopes and goals for the future. Derek Lerch stated that as the leader of the Allied Health Program at Feather River College (FRC), Ms. Mahan has provided the needed coordination and communication between the campus and hospitals that her students must attend to fulfill their clinical requirements. He also stated that Ms. Mahan has made it a priority to understand the Allied Health Program in greater

detail, but what stands out about Ms. Mahan is her obvious commitment to her profession and her students. Dr. Lerch closed his comments by indicating that he was honored to be standing beside Ms. Mahan and to present her with her certificate of tenure.

Kevin Trutna introduced Don Williams, Head Soccer Coach/HES Instructor stating that Coach Williams holds a Masters of Business Administration (MBA) and is also a Certified Public Accountant (CPA). Don Williams addressed the Board of Trustees stating that his previous employments included 12 years at California State University – Easy Bay coaching Division II soccer and previous to that he worked at both Ohlone and Chabot Community Colleges. He also explained that he spent 21 years in the private sector as an accountant, but that he knew eventually he wanted to coach soccer full time. Coach Williams also stated that during his time at Feather River College he has reorganized the program adding structure and leadership and grown the Health and Exercise Studies (HES) Program into one where 39 active faculty members are teaching in the discipline producing 689 FTE. He added that with the assistance of Derek Lerch, the program was able to purchase a multi-person heart rate monitor last year with Vocation Technical Education Act (VTEA) funding and that FRC is one of only two community colleges in the system that have the device that monitors heart rates and identifies cardiac arrhythmias. He also reported that the men's soccer team has been in the national top 20 for the last three years and that a member of the women's team, Sherifatu Sumaila from Ghana, will play in the Under 20 (U-20) World Cup this year. In closing comments, Coach Williams stated that his support staff has been amazing including Merle Trueblood, Director of Athletic Operations and Events and that the school overall has been extremely supportive of the men's and women's soccer programs.

Derek Lerch stated that Coach Williams is as energetic as he is intense and has been a force in the soccer program since his arrival on campus. He also stated that Coach Williams has recruited a wide range of students both in their ability and skill level and has diversified the campus with soccer students from around the globe, Dr. Lerch added that Coach Williams has demonstrated both his talent for coaching and his genuine concern for his students as he integrates them into the campus and community. Dr. Lerch also stated that one of the things he values most in Coach Williams is his ability to send the right message to student athletes when they need to hear it and he is glad to have him here at FRC and to present him with his certificate of tenure.

5. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Approval of Memorandum of Understanding (MOU) between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining duties and responsibilities of each party as they relate to providing affiliated education activities for AGENCY, Approval of Memorandum of Understanding (MOU) between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining duties and responsibilities of each party as they relate to providing affiliated education activities for AGENCY, Approval of Memorandum of

Understanding (MOU) between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining duties and responsibilities of each party as they relate to providing affiliated education activities for the AGENCY, Approval of Professional Services Agreement between Governet and Feather River College for professional services related to various management, instructional, and technical services related to the use of the Governet Curriculum Development and Approval Tracking System "CurricUNET META", Approval of Memorandum of Understanding between Feather River Community College District (DISTRICT) (Educational Talent Search Program) and Plumas Unified School District (AGENCY) for the purpose of outlining duties and responsibilities of each party as they relate to providing affiliated educational activities for the AGENCY, and the Approval of lease agreement between Feather River Community College District (LESSEE) and Victor Shea (LESSOR) to lease horse grazing rights on acreage adjacent to Quincy Junction Road between Clear Creek and Greenhorn Creek in Plumas County commencing May 2014 through November 2014 with automatic annual renewals for periods of six months and start and end dates to be mutually agreed upon as fence and pasture conditions permit or until written termination by either lessee or lessor were approved as presented, (McNett/Elliott/Sheehan/Ware /West/Kauffman Aye) (None Opposed).

6. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna requested that Derek Lerch highlight some of the changes contained in the request for Approval of Curriculum Items. Dr. Lerch stated that many of the items in the request represent revisions which are required for the college's alignment with the new statewide standards for particular courses referred to in the Course Identification (C-ID) system for community colleges. After further discussion and there being no objection, the request for Approval of Curriculum Items was approved as presented, (Ware/West /Elliott/Sheehan/McNett/Kauffman Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of Monetary Donation from Northern Sierra Consortium to Feather River Community College District Allied Health Program. Dr. Trutna explained that the consortium disbanded and it designated a portion of the funding to benefit the college's Allied Health Program. There being no objection or further discussion, the request for Approval of Monetary Donation from Northern Sierra Consortium to Feather River Community College District Allied Health Program was approved as presented, (West/McNett/Elliott/Sheehan/Ware/Kauffman Aye) (None Opposed)
- 3) Kevin Trutna requested Approval of BP 6800, Safety. After further discussion and comments of explanation from David Burris, Director of Human Resources, the request for Approval of BP 6800, Safety was approved as presented, (West/Elliott/McNett/Sheehan/Ware/Kauffman Aye) (None Opposed)

- 4) Kevin Trutna requested Approval of Injury Illness and Prevention Program (IIPP). He explained that the IIPP includes information on requirements, responsibility, training, communication, and documentation and will be reviewed annually and updated as necessary by the Safety Committee. David Burris noted that the IIPP must be approved by the governing board and was developed to be a more manageable document. There being no objection or further discussion, the request for Approval of the Injury Illness and Prevention Program (IIPP) was approved as presented, (McNett/Ware/Elliott/Sheehan/West/Kauffman (Aye) (None Opposed).
- 5) Kevin Trutna requested Approval of Feather River Community College District Active Shooter Response Plan and he reviewed the recent March 25th walk-through active shooter training that took place March 25th. Dr. Trutna reported that Joe Edwards, Commander, California Highway Patrol had contacted him and is interested in being involved in further trainings so his officers become more familiar with different areas of the campus. He also indicated that the next training is scheduled for August and may involve officers firing blank rounds from the area of the green so employees can hear what shots from different types of firearms sound like. Jeanette Kokosinski, Academic Senate President reported that from the faculty perspective the training on March 25th was positive and brought instructor awareness as to the location of emergency exits in the classrooms. Connie Litz, Classified Senate President echoed Dr. Kokosinski's comments stating that the training made employees think about their own office spaces and what they would do should an event occur. Student Trustee Kauffman asked if there were plans to educate the students on what the new alert system does and Dr. Trutna indicated that students would be included to a degree with alerting to fire drill trainings rather than the active shooter trainings. After further discussion and there being no objection, the Feather River Community College District Active Shooter Response Plan was approved as presented, (Elliott/McNett/Sheehan/Ware/West/Kauffman Aye) (None Opposed).
- 6) Kevin Trutna requested Approval of 2015-2016 Academic Calendar. He reported that the calendar had been through the shared governance process and been approved by the Academic Senate. There being no objection or further discussion, the request for Approval of the 2015-2016 Academic Calendar was approved as presented, (West/Ware/Elliott/Sheehan/McNett Aye) (None Opposed)

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer presented the District's Quarterly Report as of March 31, 2014. Mr. Scoubes referred to the Unrestricted General Fund Summary on page five of the backup documentation noting that the District is three quarters of the way through the fiscal year and has

spent only 70% of approved budget or \$9,295,505. President Sheehan asked how the state is catching up with the District in regards to what it owes on past deferrals and Mr. Scoubes responded that the deferrals should be received in July.

- 2) Kevin Trutna introduced Willy Duncan, President of Sierra College to those present and indicated that he met Mr. Duncan approximately ten years ago when he was at Taft College serving as Chief Business Officer and then as Superintendent/President. Dr. Trutna also indicated that Mr. Duncan is now the President of Sierra College and with one of the accreditation recommendations pertaining to trustee training and Mr. Duncan's understanding of the state budget, he thought it would be a good exercise to have him speak to the Board of Trustees about the District's budget and how it functions. Mr. Duncan provided a PowerPoint presentation entitled the *California Community College Budget*. He began his presentation describing the state budget timeline when in January the governor's budget is released, through July when the governor signs the budget enacting it into law. Mr. Duncan also covered the community college funding timeline starting in August when preliminary allocations from the Chancellor's Office come out. through June when the second principal apportionment report becomes the base for the following year. He noted that this is something that Board's should be aware of and be looking at. He continued his presentation by explaining the sources of income from 2012-2013 that made up the Unrestricted General Fund including property taxes, state general fund, Education Protection Account (EPA), enrollment fee revenues, and the Regional Development Agency (RDA) dissolution and he provided detailed explanations of the funds. He also covered common categorical and restricted programs both federal and state and the two factors that determine apportionment funding including the basic allocation or funding based on the number and size of the college and enrollment funding based on FTES or funding based on the number of students served measured as full-time equivalent students (FTES). He reviewed Feather River College's 2012-2013 budget consisting of approximately 1,600 FTES equal to a small college allocation of \$3.3 million. He stated that FRC also received a rural school allocation of \$553,591. He further stated that with regards to the enrollment funding the college received, it reported that in 2012-2013 it served 1,568 credit FTES earning \$7.3 million and additionally reported that it served 54 non-credit FTES for \$150,000 for a total of \$7.4 million. He indicated that when you add the state funds, property taxes, and student fees totaling \$11,360,254 it included a deficit factor of \$495,362. He explained what a deficit factor was and noted that he actually believes this amount will be reduced to zero this year and he explained why. Mr. Duncan closed his presentation with information on funding for 2014-15 including restored access (growth), Cost of Living Increase (COLA), Student Success & Support Program (SSSP) funding, deferred maintenance/instructional equipment, Proposition 39 projects, elimination of deferrals, and the 2011-12 workload reduction cut that small colleges like FRC were exempted from. He also mentioned that when he was thinking about growth restoration for the college and looking at its numbers, he would suggest

that the College might consider making an argument to the Chancellor's Office that before any college gets more growth restoration funding than the amount that it was cut, small schools need to participate in that growth funding. He also distributed handouts on the P1 report, the role and tasks of the Board, and a self-assessment checklist for sound fiscal management. The Board of Trustees thanked Mr. Duncan for his time and his information and extended an invitation for him to return if his schedule allowed.

3) No Report

D. Communications, Presentations, and Reports

a) **Board of Trustees**

Trustee McNett reported that Cody Anderson, former Feather River College student is doing well working for the Cleveland Indians and received this year's Bob Feller Award recognizing his off the field community service. Student Trustee Kauffman inquired about the status of the new website and Derek Lerch responded that it should be rolled out later this summer in the month of June or July.

b) **Associated Students**

Karen Pierson, Chief Student Services Officer, on behalf of associated students, reported that the group is focused on having fun and just sponsored a pajama day, is planning a super hero's day, wants to celebrate Cinco de Mayo and Day in the Mountains, and that she had just ordered the group a twelve foot bouncing ball.

c) **Academic Senate**

Jeanette Kokosinski reported that two search committees are currently in place one for the art position and the other for the interim football coach position and that everything is going well with the process. She also reported that a decision on the art position will likely be made by the end of April and a decision on the interim football coach should be forwarded around the same time. Dr. Kokosinski additionally reported that Academic Senate officer elections have been held and other coordinator positions have been identified for the next academic year and that Katie Desmond will be the advisor for Phi-Theta Kappa, Nathan Tharp will continue as faculty flex coordinator, Chris Connell will serve as Vice-President to the Academic Senate, Judy Mahan will be the Senate's Treasurer and that she would be serving one more year as Academic Senate President.

d) **Classified Senate**

Connie Litz reported that the Classified Senate has been in the process of evaluating administrators and at its next meeting it will be looking at reviewing the process of evaluating managers. She also reported that the Classified Senate recently held its second fundraiser to benefit the popular Rose Cortez Memorial Scholarship which is supplemented by a portion of the proceeds and profits of the sale of gourmet breads and other specialty food products.

e) **Instruction**

Derek Lerch reported that the Office of Instruction is working on the accreditation mid-term report which is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) next March and that a draft of the report was reviewed by members of Cabinet at its April 3rd meeting. Dr. Lerch added that he expects to have a draft ready for the Board to review at its May meeting and the campus as a whole will have access to the document at around that same time. He highlighted the Board's approval of the consent agenda item relating to the agreement with CurricUNET stating that it has the potential to improve a lot of the processes on campus. Dr. Lerch also indicated that its worth mentioning that the agreement was funded through SSSP funding, the program that Willy Duncan has just referred to and he appreciated Karen Pierson's willingness to work with her advisors to expose them to the potential benefits of the software and to move forward with the purchase that will mutually benefit many areas of the college. Dr. Lerch additionally reported that three new transfer degrees have been approved by the Chancellor's Office with two more pending so at this point the college has exceeded its 100% target of five. He also stated that he's building a big summer schedule and registration will open on April 21st and the classes will be publicized and marketed with the hope of a good response in enrollment.

f) **Student Services**

Karen Pierson reported that motivational speaker Gail Cohen recently gave a presentation commemorating March as Women's History Month and the Diversity Committee plans to bring her back next year and have her present to students. She also reported that the Diversity Committee sponsored a panel of students that Trustee McNett was able to be in attendance for and she thanked him for his interest while noting that the take away from the event was that students need more to do, they are bored and need more activities. President Sheehan recommended that the Community Connections Network might be a resource that would interest some students and Dr. Pierson responded that information on this connection is made available at new student orientation but that she is not sure of the number of students who actually make contact. Dr. Pierson continued her report by stating that another event held just the previous day in the Gallery was Beverly Ogle, author and Maidu culture historian, who spoke to the campus and described growing up in the Mill Creek Canyon area. Dr. Pierson also described the additional items funded by the SSSP money Willy Duncan spoke about as extending the advisors employment contract to 12 months, extending Accuplacer testing to all high schools, improving the degree audit system (for students) and improvements made to the Day in the Mountains program. Dr. Pierson additionally reported out on upcoming events including a student recognition ceremony on May 7th and graduation on May 23rd with Dr. Marc Johnson, President of University of Nevada – Reno being the keynote speaker. In closing comments, Dr. Pierson reported that the advisory committee for Extended Opportunities Programs & Services (EOPS) also has a meeting scheduled for April 30th.

g) **Superintendent/President**

Kevin Trutna noted that the Board of Trustees has received his written report and that one item that came in after the deadline was that one of Katie Desmond's classes is working on an event to spotlight hunger awareness (in early May) and that Career Technical Education along with Economic and Workforce Development has been busy with Trustee West judging the college division for the business competition at the recently held Plumas Business Summit. Dr. Trutna also reported that the Environmental Association has been doing forest cleanup around the campus to mitigate any wildfires that might happen. He additionally added that Earth Day activities are being coordinated by Darla DeRuiter Environmental Studies and Outdoor Recreation Leadership Instructor. He also highlighted his essay that he plans to submit for publication as a "From Where I Stand" article and noted that mathematics instructor Dr. Michael Bagley participated as part of the accreditation site visit team that recently evaluated Lassen College.

There being no further business, the meeting was adjourned at 5:27 p.m.

KT/ch